



Plainfield Board of Education
Information Technology Department

Technology Equipment Assignment Form

This form must be completed prior to long or short term assignment of any district technology equipment or peripherals. *Short term loan duration will be approved on a case-by-case basis by the IT Director or designee.*

Full Name: _____

Location: _____ **Phone/Ext:** _____

Position/Title: _____

Requested Technology Equipment/Peripheral:

Item(s) _____

Short term use From: _____ **To:** _____

Assigned Technology Equipment/Peripheral Information:

Item (Laptop, PDA, etc.)	Make (Gateway, Dell, HP, etc.)	Model (3400, Inspiron 3000, etc.)	Asset Tag # (6 digits) OR "No tag"	Serial #

Condition: New Good Fair Poor **Due Date** (short term loans): _____

Comments: _____
 The following info must be completed when assigning any portable equipment i.e., laptops, PDAs, etc.

Home Phone: _____ **Mobile Phone:** _____

Home Address: _____

Assignee Signature: _____ **Date:** _____
 My signature acknowledges my acceptance of full responsibility and liability for loss or damage while in my possession.

Administrator Signature: _____ **Date:** _____

I.T. Signature: _____ **Date:** _____

Returned Technology Equipment/Peripheral Information:

All assigned computer equipment and peripherals MUST be returned when a position has been vacated.

Item (Laptop, PDA, etc.)	Make (Gateway, Dell, HP, etc.)	Model (3400, Inspiron 3000, etc.)	Asset Tag # (6 digits) OR "No tag"	Serial #

Condition: New Good Fair Poor **Comments:** _____

Assignee Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

I.T. Signature: _____ **Date:** _____